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BHD Bulletin

DATE: May 28, 2015

TO: Case Managers and Prevocational Service Providers

FROM: Jamie Kennedy, CPRT Unit Manager, Behavioral Health Division

SUBJECT: Prevocational Service Approval in Subsequent Years

REF #: JK-2015-001

This bulletin outlines the proper usage for Prevocational Services as approved in the new waivers.

Continuing Prevocational Services beyond the initial 12 months approved

Per the approved service definition in the waiver, prevocational services must be considered a time-limited service and should not exceed 12 consecutive months in duration. The goal of Prevocational Services is to prepare a participant to seek and obtain integrated community employment receiving at least minimum wage for their work. In some cases, Prevocational Services may be approved for a longer period of time given the completion of certain criteria as stipulated in the Waiver Application and the Comprehensive and Supports Waiver Services Index of April 2014. In each case, prior to any request for continuing prevocational services, both of the following must have been met:

1) Active Progress Toward Service Goals must include with Community Opportunities for Employment and Integration

As stated in the posted Services Index, the participant and team must be able to show that individual goals have been in place and progress has been made in relation to integrated volunteer work; increased involvement with community members; increased communication and interaction with community members; and accessing other resources to further integrated employment opportunities such as curriculum based trainings, online information modules on career, resources from other community agencies, that would prepare a participant to pursue and obtain integrated employment.

Therefore, prior to requesting additional prevocational services, participants must have increased participation in volunteer work, community integrated interaction with non-disabled citizens and businesses, and increased skills in positive community integrated experiences, through prevocational services from the previous 12 months.

The prevocational service provider shall submit documentation to the Case Manager to verify the goals and progress on goals towards greater community integration, community employment or interactions at the time a request is made to continue prevocational services. *If these goals have not been put in place during the initial 12 months of approved prevocational services, no additional prevocational services will be approved on the subsequent plan of care.*

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2) Submission of an Approved Employment Plan, either through DVR, the local School District, or the Employment Pathway Planning Packet (EPPP)

During the first year of Prevocational Services, a participant must complete an approved employment plan. The Employment Pathway Planning Packet is a great tool that will meet this need, but there may be other employment plans developed that are acceptable.

For Prevocational Services, the employment pathway planning packet or an acceptable employment plan must be completed in order to receive a subsequent year of prevocational services. This employment plan should be completed during the first year of prevocational service and uploaded to EMWS. The employment plan must be completed and steps implemented for prevocational services to be added the second year. This process must be repeated each year if prevocational services stay on a person's plan. Each year of implementation should decrease the amount of prevocational services used.

Prior to requesting additional Prevocational Services, at least the first 4 sections of the EPPP or the same categories of an acceptable alternative employment plan should have been completed, and at least some of Section 5, Action Steps Completed should be done. Both the Discovery and Development of the Plan, with the completion of some of the Action Steps in Section 5, must be completed prior to requesting additional Prevocational Services. Documentation on progress of goals on finding employment opportunities, increasing work skills, time on tasks, or other job preparedness objectives must be submitted to the case manager for a request for additional Prevocational Services under these criteria. If another employment plan is utilized, through DVR or the School District, similar documentation of the plan and progress on action steps must be submitted with the request to extend Prevocational Services. *If these goals have not been put in place during the initial 12 months of approved Prevocational Services, no additional Prevocational Services will be approved on the plan of care.*

As mentioned above, both criteria must be met **prior** to requesting additional Prevocational Services on a subsequent plan of care beyond the initial 12 months. If no progress on prevocational objectives or progress on the employment plan or Employment Planning Pathway Packet have occurred by the time a new request is made, the Division will not approve the continuation of prevocational services. Other services may be utilized on the plan of care to meet other supervision and support needs of the participant.

Prevocational services after in subsequent plan years. Any subsequent period of time that prevocational services are approved requires a reduction in the amount of units allocated to this service. The amount of reduction will be considered on a case by case basis, but should be 25% or more. In place of prevocational, the participant may benefit from an increase or a new service added to the plan such as Community Integration, Employment Discovery and Customization, Individual Supported Employment, etc. Case managers are responsible for monitoring this service for effectiveness and compliance and ensuring service criteria are being met by the providers on the plan.

Questions

The Division will have a follow-up discussion on this topic during the Provider Support Call on June 29, 2015, which will further address any questions surrounding this process change. The call in number is 1-877-278-8686 Access Code 252484. Please save the date if you are interested in participating or asking questions. As always, submit your questions to your provider support specialist to help us prepare the most thorough response to your question before the call or contact our main office line at (307) 777-7115 if you have concerns or questions regarding these changes.